

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Law Clerk****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Work involves conducting legal research; preparing legal memoranda, briefs and opinions; and assisting licensed attorneys.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code			ESSENTIAL FUNCTIONS
1	L	Performs traditional and computerized legal research on a wide range of issues and subjects	
2	S	Renders verbal and written legal opinions based upon research.	
3	S	Prepares legal memoranda based upon research, setting forth the nature and content of the research and conclusion reached.	
4	S	Assists practicing attorneys preparing cases for trial in the various courts	

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	No experience required
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read legal memorandum, law books, City codes, case files, motions, briefs, legal documents, case law, various reports, journals, handbooks, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legal memorandum, business letters, reports, legal briefs, pleas, statements, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing		Copier, fax machine, filing
Sitting		Computer, desk work, telephone, meetings
Walking		To/from attorney's offices, Inter-office, to/from office equipment, to/from meetings
Lifting		Files, boxes, office supplies
Carrying		Files, boxes, office supplies
Pushing/Pulling		File cabinet drawers
Reaching		Files, reference books
Handling		Office supplies
Fine Dexterity		Office supplies
Kneeling		Filing
Crouching		Filing
Crawling		Retreiving Files
Bending		Filing
Twisting		
Climbing		Stairs
Balancing		
Vision		Computer, desk work, reading, writing, filing, use of office equipment
Hearing		Telephone, dictaphone, supervisor, co-workers, citizens, meetings
Talking		Telephone, supervisor, co-workers, citizens, meetings
Foot Controls		
Other (specify)		

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Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	

(3)